

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 11-151**

SUBJECT: Security Liaison, FSN-08

**DATE:
09-11-11**

OPEN TO: All Interested Candidates/All Sources

FROM: Human Resources Office

POSITION: Security Liaison, FSN-08; FP-06*

OPENING DATE: September 11, 2011

CLOSING DATE: September 25, 2011

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR): 26,735 USD p.a. (Starting Basic salary)
(Position Grade: FSN-08)

*Not-Ordinarily Resident (NOR): 44,373 USD p.a. (Starting Basic salary)
(Position Grade: FP-06).

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Embassy Baghdad is seeking individuals to fill the position of **Security Liaison (FSNI)** in the **Regional Security Office (RSO)**.

BASIC FUNCTION OF THE POSITION

The incumbent independently investigates, develops and plans all aspects of criminal investigations related to visa and passport fraud offenses, immigration crimes, human smuggling/trafficking and related offenses as assigned by the RSO. Develops and maintains active liaison with the National Information and Investigation Agency Iraqi Immigration officials, other Embassies' fraud, law enforcement and immigration personnel, as well as non-governmental offices that may be of interest to post. Analyzes information, drafts and submits reports of investigation. Advises the RSO in all aspects of criminal investigations.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University studies or specialized training in investigations from a police academy or military school is required
2. Two (2) years experience in investigations is required.
3. Level III (good working knowledge) Speaking/Reading/Writing English and Level IV (Fluency) Speaking/Reading/Writing in Arabic required. **(English Language will be tested)**
4. A working knowledge of the U.S. Immigration and Nationality Act and current U.S. law; good understanding of general Government of Iraq police procedure and the local law enforcement community; good understanding of Iraqi civil and criminal laws and criminal prosecutorial procedures and norms within the Iraqi judicial system are required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **or**
3. A combination of both; i.e., Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards, etc.) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadJobs@state.gov

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on below:

<http://iraq.usembassy.gov/iraqis-jobs-opportunities.html>

E-mails received without the appropriate subject line will not be considered. Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: VA11-151 Security Liaison (Deputy FSN)

CLOSING DATE FOR THIS POSITION: SEPTEMBER 25, 2011

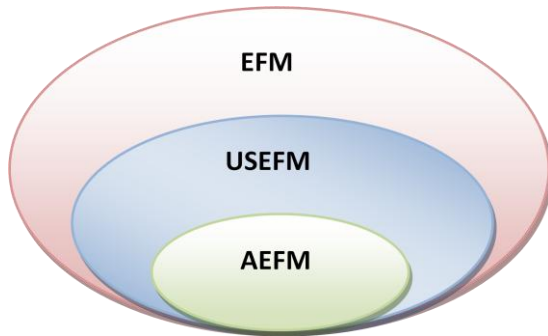
The U.S. Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: A/S/HRO/SFC
Cleared : RSO/PS
Drafted : HRA/HS

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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Fraud and Criminal Investigations

50%

Conducts fraud and criminal investigations in support of the Memorandum of Understanding between Consular Affairs and Diplomatic Security Service. This includes conducting joint investigations with local and national law enforcement authorities, communicating with the Consular Section, DHS, DS Headquarters and Field Office Special Agents, Assistant U.S. Attorneys and other Embassies' fraud and law enforcement personnel, analyzing information, drafting and submitting reports of investigation. Reviews travel related documents, identifying suspicious points, participates in interviewing of suspects and visa applicants and writes reports of investigation. Develops and implements the fraud training program. Analyzes fraud trends gathered from Consular Affairs, DHS, other Embassies and reports them to the RSO. Tracks human smuggling trends and patterns, develops data source references to include alerts for local, regional and worldwide distribution. Plans, organizes and when necessary conducts official site visits requiring overnight travel to businesses, homes, police departments and detention facilities in support of U.S. visa and criminal investigations.

Police Liaison

30%

Maintains liaison with Iraqi National Police officials as well as other law enforcement officials throughout Iraq. Obtains reports from police or court officials regarding cases and trends and reports to the RSO, both orally and in writing in a timely manner. Translates highly technical official letters and legal documents from official and unofficial sources regarding prospective cases for investigation and also current political issues of interest. Acts as interpreter and note taker during meetings/negotiations with host nation government officials. Analyzes criminal trends gathered from police or non-profit organizations and reports to the RSO. Acts as the principal point with local enforcement organizations for all criminal cases. Supports VIP visits including the Secretary of State and the President as required by the RSO and serves as a contact working with USG agencies charged with protective duties. Negotiates security detail arrangements with respective VIP protection units of the host nation government.

Training Liaison**10%**

Assists the RSO with liaison opportunities and training for host nation Customs and Immigration personnel and airline staff at airports. Maintains equipment and reference materials in support of training and airport liaison duties. Organizes training sessions for Customs and Immigration personnel as well as airline staff.

Budget**10%**

Manages the Overseas Criminal Investigations Program budget, to include travel expenses, vehicle expenses, and recurring costs, specialized equipment, overtime, training and miscellaneous expenses. Coordinates funding streams with DS Headquarters and Post's Financial Management Office.